

How to Manage your Contacts

a. Add to the “Contacts” folder.

To add an individual contact or contacts not in the district “Public folder” click on “New contact” and fill in the information and be sure to select **Save and Close**.


An alternative way to add to your Contacts (Address Book) is to hold down the Control key on your keyboard and click on the senders name in your Inbox. The drop down menu will give you an option to “Add sender to the address book.”

b. Create a “Distribution list” that is added under “Contacts”

To make a list of people in the district or your school that you email on a regular basis, click on the drop down arrow next to “New contacts” and select “New distribution list.” Type a name of the group under “Name.” To add names to your list, click on the **Select** button on the bottom of the window. Under “**Folder**,” click on “**Contacts**” and select “**Public folders/Contacts**”. In the field “**Search for**” type in the first few letters of the person’s first or last name or their entire name. Click “**Search**” or hit “Return” on your keyboard. Click on the name you want to add to your list, click the button at the bottom of the window “**Add to list.**” It will appear that nothing has happened, but if you check your distribution list you will see the new name. Continue to add names to your list until your list is complete. Select “**Close**” when the list is complete. In the New distribution list window click “**Save and Close.**” To add to a name to a saved list, double click on the name of the list in your “Contacts” folder. Follow the above steps.

Important: When you name a file, list, or email, do not use characters. For example: dashes, dots, or slashes.

c. Delete a “Contact” or “Distribution list”

To delete a “Contact” or “Distribution list” hold down the Control key on your keyboard and select the contact or list you want to delete. Select “Delete” in the drop down menu. Or select the contact or distribution list you want to delete and click on the  in the top menu.

d. Edit an existing “Contact” or “Distribution list”

To change information on a contact or distribution list, double click on the contact or list you want to change and edit the information. Be sure to select “**Save and close**”.